

## POLICY: BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 2.7	SUBJECT: <b>SOCIAL SUMMARIES</b>
	EFFECTIVE DATE: 3/1/08
	REVISION DATE: 5/23/08, 4/8/09, 9/18
	REVIEW DATE: 9/18

**PURPOSE:** To ensure that families receive information regarding their case with BCCS in a timely manner. To ensure that social summaries are thorough, concise and objective.

The social summary is a summation of the agency's involvement with the client. The social summary includes the case plan goals, expectations, progress, and recommendations.

### POLICY:

1. The caseworker will email social summaries to the assigned Prosecutor ten (10) days prior to the court hearing. The caseworker will email Permanent Custody Social Summaries to the assigned Prosecutor twenty-one (21) days prior to the court hearing.
2. The caseworker will bring the signed original Social Summary and six (6) copies to all court hearings.
3. It is the client's responsibility to discuss any discrepancies in the social summary with his/her attorney.
4. The worker shall use the Social Summary format attached to this policy which includes placement information, BCCS history, summary of events leading to filing, case plan goals and services, visitation, and agency recommendations. All information contained in the social summary must be factual.
5. The attached format shall be used for social summaries.

9/20/18

Approval Date:

*Julie Gilbert*  
Julie Gilbert, Director

**Social Summary****Prepared for the Butler County Court of Common Pleas****Juvenile Division**

**Re:** Child's Name **Case No:** JN...  
DOB:

**Mother:** Mother's Name **Father:** Father's Name  
Mother's Address Father's Address

**Current Placement:** Document who has custody and where child is residing. Please give a brief summary of child's placements. (How many foster placements? Have they resided with a relative(s) previously?)

**Number of Days in Care:*****Court Information:***

- \*List last court date, what parties were present and what orders were issued.
- \*List purpose of current scheduled court date.

***BCCS history: (usually only on initial social summary)***

- \*Have we investigated this family in the past? If so, how many times?
- \*Were previous allegations substantiated?
- \*Were there previous court involvement or adjudications? Was permanency established for any siblings?
- \*What prior services have been offered to the family?

***Summary of events leading to filing: (usually only on initial social summary)***

- \*What allegation was reported?
- \*What is case disposition?
- \*Police removal or agency filing?
- \*What attempts if any were made to prevent court involvement?

***Case Plan Goals/Services:***

Please answer the below questions as appropriate for each case plan objective:

- \*What service referrals/evaluations have been made? When are appointments scheduled? What were results of evaluations?
- \*What was the start date of services? What progress has been made?
- \*Has CSB requested/recommended any services or evaluations that the parents have refused or failed to attend?

\*Have parents accomplished or made progress on any case plan goals?

***Visitation:***

\*What visitation is taking place? When? Where? Supervised or not? Attendance? Progress? Information on parent/child interactions?

***Placement:***

\*How have the children adjusted to a placement change? (if applicable)

\*Any significant health or educational issues?

***Other Significant Information:***

\*May include contacts/communication with parents, relatives and children that were not captured in the other section.

***Agency's recommendations:***

\*Who is recommended to have custody?

\*What services are recommended?

\*Any no contact or no unsupervised contact orders?

\*Recommendations for visitation?

Respectfully Submitted,

Social Worker

Supervisor

***The highlighted portions of this document are "Personal Identifiers" as that term is used in Sup.R.44 of the Rules of Superintendence for the courts of Ohio and are subject to redaction in the event of a request for production of court records by a non-party.***